

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

***** Corrected Copy *****

CAJS-J1-SP

23 July 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-34 – Expires 15 August 2009

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This vacancy announcement expires 15 August 2009 unless sooner rescinded. Selected individuals will be appointed to temporary State Active Duty that provides full benefit status for the appointee and their beneficiaries.

Soldiers/Airmen selected for this position will be paid at their federal or State Military Reserve pay grade, not to exceed E-8. Subsequent extensions of State Active Duty service are contingent upon funding and continuation of the special program

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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| a. TITLE AND PAY GRADE: | Resource Management NCO (SAD E-8) |
| b. EMPLOYMENT LOCATION: | Youth Programs, Mather, CA |
| c. PROJECTED EMPLOYMENT DATE: | 1 September 2009* |
| | <i>*Pending Availability of Funds</i> |
| d. Selecting Supervisor: | Director, Youth Programs |

3. The basic qualification requirements are:

a. Military: **Member of the active or retired California National Guard or an active member of the California State Military Reserve in the grades of E-8 and E-9 may apply.** An individual in a civilian status who is eligible to become an active member of the California State Military Reserve in the military grade of E-8 may submit an application under these criteria and be accepted by the California State Military Reserve **prior** to appointment to State Active Duty.

b. Education/Experience: General understanding of state and federal concepts of budgeting to include program budgeting techniques, and State Personnel policies and procedures.

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must be able to effectively communicate orally and in writing. Applicant will be asked to produce a short, handwritten report during the interview process.

4. Other requirements are indicated below:

- a. Must be able to pass both state and federal background checks.
- b. Knowledge of California National Guard military operations and facilities.
- c. Must be able to work with minimum supervision, make timely and sound decisions, use initiative and schedule workload.
- d. Experience in personnel actions and administration of staffs of organizations above company or unit level.
- e. BA degree is desirable.
- f. Completion of military and civilian education commensurate with the grade and service of the incumbent.
- g. Possess working experience performing accounting or fiscal duties or equivalent are required.
- h. Proficient with Microsoft Office software to include Word, Excel, and PowerPoint.
- i. Possess a valid California driver's license. **Attach a copy of your driver's license and a current DMV printout.**

- j. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.
 - k. Incumbent must meet height/weight and physical fitness standards prescribed by their military branch of membership. **Submit current height/weight and physical fitness test results with application.**
 - l. Applicants must **submit a letter of recommendation from current supervisor or Unit Commander and/or First Sergeant.**
5. Principal duties and responsibilities: Under the supervision of the Director, Youth Programs the Resource Management NCO performs and supervises budget, accounting, personnel, logistical and administrative activities in support of the California National Guard Youth Programs. The following duties:
- a. Advises the Director and other fund managers on budget, fiscal, personnel, administration, and logistical matters.
 - b. Coordinates implementation of budget, accounting and purchasing operations for headquarters and field programs. Will take on the additional duties of a program Fiscal Officer when required.
 - c. Analyzes, plans, directs and controls day-to-day fiscal operations for Youth Programs. Prepares financial statements, cost analysis, and expenditure reports of programs.
 - d. Coordinates with the Military Department, USPFO, NGB-AY, AOC, subordinate activities, School Districts, Cuesta College, on budget and personnel matters.
 - e. Reviews accounts payable and receivable ledgers and control records.
 - f. Supervises Headquarters staff.
 - g. Assists enlisted Youth Programs personnel in solving issues and provides guidance to all subordinate NCOs.
 - h. Determines appropriateness of requested expenditures. Monitors all requests for expenditures to ensure they are within guidance established by the Director and applicable laws/regulations.
 - i. Performs other duties as assigned.
6. Individual selected for this position will be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Program, Pre-paid Legal Services, Long Term Disability Insurance, Long Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.
7. Reimbursement for moving and relocation expenses will not be paid.
8. Submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to the Office of The Adjutant General, Directorate of State Personnel Programs, ATTN: CAJS-J1-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAJS-J1-SP Web Site at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311, or DSN 466-3311. **Original applications must be received by the State Personnel office no later than 15 August 2009. Applications will not be accepted via FAX.**

FOR THE DIRECTOR, JOINT STAFF:

DISTRIBUTION:
A, F and M

Jeffrey W. Magram (23 Jul 09)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Program

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The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	<u>Self Check</u>
Have you completed and signed the application form?	
Have you attached a copy of your military and education certificates?	
Have you attached a copy of height, weight & physical test verifications?	
Have you attached a copy of your Driver's License and DMV Printout?	
Have you attached your letter of Cdr/1SG recommendation	